



QUINN A. RIGBY, CPA
A Professional Limited Liability Company
PROFESSIONAL INCOME TAX PREPARATION

Self-Employed Worksheet
Tax Year: _____

This worksheet is designed to assist in documenting tax information for your tax return. Please download a copy and do your best to fill out the information requested. You may also find this form useful to track your expenses throughout the year.

Business name (if any): _____ **Federal ID # (if any):** _____

Owned/Operated by: <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse	Did you make payments requiring a Form 1099? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this your first year of business? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, did you file required Form 1099? <input type="checkbox"/> Yes <input type="checkbox"/> No

INCOME

Income reported on 1099s	\$
Income not reported on 1099s	\$
Returns & Allowances	\$
Total Income	

COST OF GOODS SOLD (Retail Businesses Only)

Beginning Inventory	
Merchandise Purchased	\$
Other Costs	\$
Ending Inventory	

EXPENSES (All Businesses)

Advertising	\$	Rent (Business)	\$
Bank Charges	\$	Repairs & Maintenance	\$
Commissions & Fees	\$	Taxes:	\$
Dues & Subscriptions	\$	Payroll Taxes	\$
Health Insurance (for employees)	\$	Real Estate Taxes (Business)	\$
Health Insurance (for you)	\$	Other Taxes	\$
Insurance (other than health)	\$	Telephone (Business)	\$
Interest	\$	Travel	\$
Legal & Professional	\$	Tools	\$
License & Permits	\$	Utilities	\$
Meals	\$	Wages (Please provide Form W3)	\$
Merchant Fees	\$	Other	\$
Office Expense	\$	Other	\$
Postage	\$	Total Expenses	

AUTO EXPENSES

The IRS allows two ways to claim the expenses for your business use of auto. Both methods REQUIRE A MILEAGE LOG and/or expense records to be kept as you drive. This means miles driven should be recorded as they are incurred. Thinking back a year and guessing does not meet the IRS test of contemporaneous record keeping requirements. You also may not switch back and forth between each method without incurring tax implications. Please discuss your options at tax time to select the best method for you.

METHOD #1

Total miles your car was driven from January - December	#
BUSINESS ONLY miles driven from January - December	#
Total interest paid on the vehicle if financed	\$

METHOD #2

For this method, in addition to the info needed for "Method #1" above we will **also** need the following

Cost and/or value of vehicle when placed into service (if new this year)				\$	
Gas & Oil	\$	License	\$	Repairs	\$
Insurance	\$	Parking & Tolls	\$	Other	\$

LARGE PURCHASES

(Equipment, furniture, computer, etc.)

Item	Date	Amount
		\$
		\$
		\$
		\$
		\$

HOME OFFICE

Area of home must be exclusively used for business except for storage.

Square Feet – Whole Home	#	Rent	
Square Feet – Business Use Only	#	Repairs & Maintenance	
Insurance	\$	Telephone (Personal)	
Internet	\$	Utilities (Electricity, water, sewer)	
Mortgage Interest (1098)	\$	Other	
Real Estate Taxes	\$	Other	

HOME IMPROVEMENTS

Item	Amount
	\$
	\$
	\$